Program Description/Textbook or Print Instructional Material

Vendor:__Thomson Learning/South-Western__ Web Address:__www.swep.com_____

Title: __Learning with Computers Level 4_____

Author: __Trabel, Hoggatt_____ Copyright: ___2004_____

ISBN: _____0-538-43539-9_____ Course/Content Area:__Vocational and Career Education; Business Program; Touch Keyboarding for 4-6__

Intended Grade or Level: _____4_____ Readability Level:_____4.6_(Flesch Kincaid)_____

List Price: __42.95_____ Lowest Wholesale Price: _____32.00_____

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accomodations (Level One, Two or Three)_____ Level Three_____

If Level Two or Three, please provide rationale for not meeting Level One Compliance__ It is not financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content
- Word Power is a list of computer terminology words found on the first page of each project highlighting terms the students will learn while completing that project**.**
- On Your Own, found in each project, directs the student to work independently on an activity that assesses what they have just learned.
- This 192 page text is softcover, top spiral, and has an easel back. It is a standalone product that also supports Bernie's Typing Travels Keyboarding software.
- Quick Check, a feature found at the end of each section part, summarizes and reviews what the student has just learned, providing reinforcement.
- Side Trips are short project related activities that offer the students cross-curricular enrichment.

Student Experiences
- Students receive reinforcement to touch typing (20-25 wpm), basic computer operations and concepts, and graphics and multimedia. They will master word processing, navigating, editing, and adding in a spreadsheet and database, and navigation of websites.

Assessment
Learning With Computers Level 4 is part of a series of project based keyboarding texts. Using the computer as a learning tool, students learn and apply computer skills as they work through the cross-curricular projects. In Level 4, students apply the computer skills they have been introduced to and learned

in Learning with Computers Level K, 1, 2, and 3. Projects are based on reading, writing, math, social studies, and art, and have a keyboarding practice page included.

Organization
Project 1 - "A Good Policy" , Project 2 - "The Greatest Invention", Project 3 - "Moon Walk" , Project 4 - "The Power of Words", Project 5 - "Marvelous E-mail Messages", Project 6 - "Welcome to the Neighborhood", Project 7 - "Frontier Life", Project 8 - "A Moving Book Report", Project 9 - "Ready for Our Close-Up!", Project 10 - "The Solar System", Project 11 - "Who Runs the Country?", Project 12 - "Infographic, Please", Project 13 - "Every Vote Counts", Project 14 - "Decisions, Decisions!", Project 15 - "Looking Good", Project 16 - "Ancient Civilizations", Project 17 - "Grand Opening", Project 18 - "Adventures in Space"

Resource Materials
Gratis Items To Be Provided And Under What Conditions
Instructor's Resource CD (0-538-43792-8) Free 1 per teacher
Teacher's Wraparound Edition (0-538-43540-2) Free 1 per teacher
Available Ancillary Materials

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

*NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **"not available"** in the space.*

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Vocational Studies

Title: Learning With Computers Level 4 Cost: $32.00	
Publisher: Thompson Learning/South-Western	
Item Evaluated: Textbook, Software, Supplementary Materials	
Copyright Date: 2004	**Evaluator: Melissa Helton**
Content Level: 3-5	**Date of Evaluation July 31, 2003**

Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
X Recommended by reviewers to State Textbook Commission
☐ Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Vocational Studies

Title: Learning with Computers Lever 4	Publisher: Thompson Learning/South/Western

Technology Management Summary Data:	20 possible points	___20_____ points earned
Technology Management Comments:		

Technology Presentation/Interface Summary Data:	40 possible points	___40_____ points earned
Technology Presentation/Interface Comments:		

Content Summary Data:	20 possible points	___16_____ points earned
Content Comments:		

Instruction & Management Summary Data	52 possible points	___50_____points earned
Instruction & Management Comments:		

Organization & Structure Summary Data	36 possible points	____36_____ points earned
Organization & Structure Comments:		

Resource Material Summary Data	40 possible points	____37_____points earned
Resource Material Comments:		

Group V - Career /Technical & Vocational/Practical Living
Electronic Instructional Media Review Form
Stand Alone/Independent or Integrated Software for Vocational Studies

Equipment (circle or change fill color)
Windows
Macintosh
CD-ROM
DVD
Sound
Other

If other, explain

Grade Level (circle or change fill color)
Primary
Intermediate
Middle
High

Audience (circle or change fill color)
Individual
Small Group
Large Group

Format (circle or change fill color)
Stand Alone/Independent
Integrated
Supplemental
In lieu of basal test

Cost _____

_____single copy	_____site license
_____network version	_____school version
____lab pack of ___ copies	_____online

Type of Software: Check all that apply	_____Simulation	_____Management	_____Interdisciplinary	_____Problem Solving	____Tutorial
_____Exploratory	_____Creativity	_____Drill and Practice	_____Critical Thinking	_____Utility	_____Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a students performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments:	Total 20

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	4
Accessible for special needs students.	4
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	4
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	**4**
Comments:	**Total 40**

Content—Vocational Studies	Rating
Career Opportunities	3
Career Search	3
Career Preparation	3
Employability Skills	3
Success in the Workplace	4
Comments:	

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	4
Engages Students	4
Develops Vocational Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	2
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	4
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	4
Comments:	**Total** **50**

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	4
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	**Total** **36**

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	4
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	4
Integration opportunities suggested and examples given.	4
Teacher resources are available online.	4
Online resources available – Repeat of information in text.	4
Online resources available – Practice skills only.	3
Online resources available – New application materials.	3
Comments:	**Total** **37**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable